

***BIC Meeting of
October 24, 2012***

Agenda Item #5



The Department of Building Inspection (DBI) of the City and County of San Francisco (City) is soliciting an informal proposal to assist the Building Inspection Commission (BIC) in selecting a new Department Director / Building Official.

The firm selected will be expected to conduct a California specific search to identify highly qualified applicants for the position. In consultation with the BIC and the Department of Human Resources (DHR), the selected firm will be required to provide comprehensive recruitment and selection services including: development of all recruitment materials, conducting outreach to appropriate individuals, professional organizations, and other sources of qualified applicants, initial screening and ranking of qualified applicants for presentation to the BIC and DHR. The firm will also assist in the development and administration of final interviews as determined by the BIC and DHR. The firms that have been prequalified by the City will be eligible to submit an informal proposal. The informal proposals are due on October 29, 2012, 5:00 pm.

Background

DBI is responsible for enforcing the California, San Francisco building, electrical, plumbing, mechanical, disability access and housing codes. This is accomplished through technical plan check review and approval of construction documents; review and issuance of more than 50,000 permits annually; performance of more than 100,000 on-site inspections annually of building and construction projects; and implementation of established code enforcement procedures designed to achieve code compliance in one of the world's most at-risk seismic zones.

The San Francisco Building Inspection Commission and the Department of Building Inspection were created by voter referendum in 1994. The BIC appoints the Director of DBI, sets policy, hears various appeals on issues leading up to the issuance of building permits, sits as the Abatement Appeals Board to hear appeals of Director's Orders of Abatement, and provides a public forum through their monthly meetings.

There are seven commission slots which are filled by a structural engineer, a licensed architect, a residential tenant, a residential builder, a residential landlord, a community based non-profit housing developer and a member of the general public at large. The Mayor appoints four positions and the President of the Board of Supervisors appoints three.

The DBI Director / CBO provides departmental leadership, sets policies and supports all programs within the Department in order to implement established goals, objectives and take actions that ensure the safeguarding of life and property within the City. Additional information on DBI can be found at <http://www.sfdbi.org/index.aspx?page=1>

Informal Proposals

Informal Proposals will be evaluated based on the following criteria:

1. Demonstrated experience in recruitment of similar positions and other executive level positions that direct and coordinate administration, interpretation and enforcement of a city and/or county's housing, building, mechanical, electrical and plumbing codes and code enforcement activities.
2. Evidence of recent successful recruitments in the building inspection industry.
3. Recruitment and selection approach for the DBI Director/CBO.
4. Demonstrated understanding of the challenges associated with the selection of a Director in a politically charged environment.
5. Experience and expertise of the firm's team that will be involved in the recruitment and selection process.
6. Schedule and cost proposal.

Contact and Submission Information

Questions regarding the informal proposal may be submitted in writing to Pamela.levin@sfgov.org.

Your completed informal proposal must be submitted, in writing to:

Ted Yamasaki
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Electronic transmission of the completed informal proposal is highly encouraged. Completed electronic proposal may be sent directly to Ted.Yamasaki@sfgov.org.

Communications

Interested parties are directed NOT to contact any employees or officials of the City other than those specifically designated in this notice. Unauthorized contact may be cause for immediate rejection of proposals at the City's sole and absolute discretion.